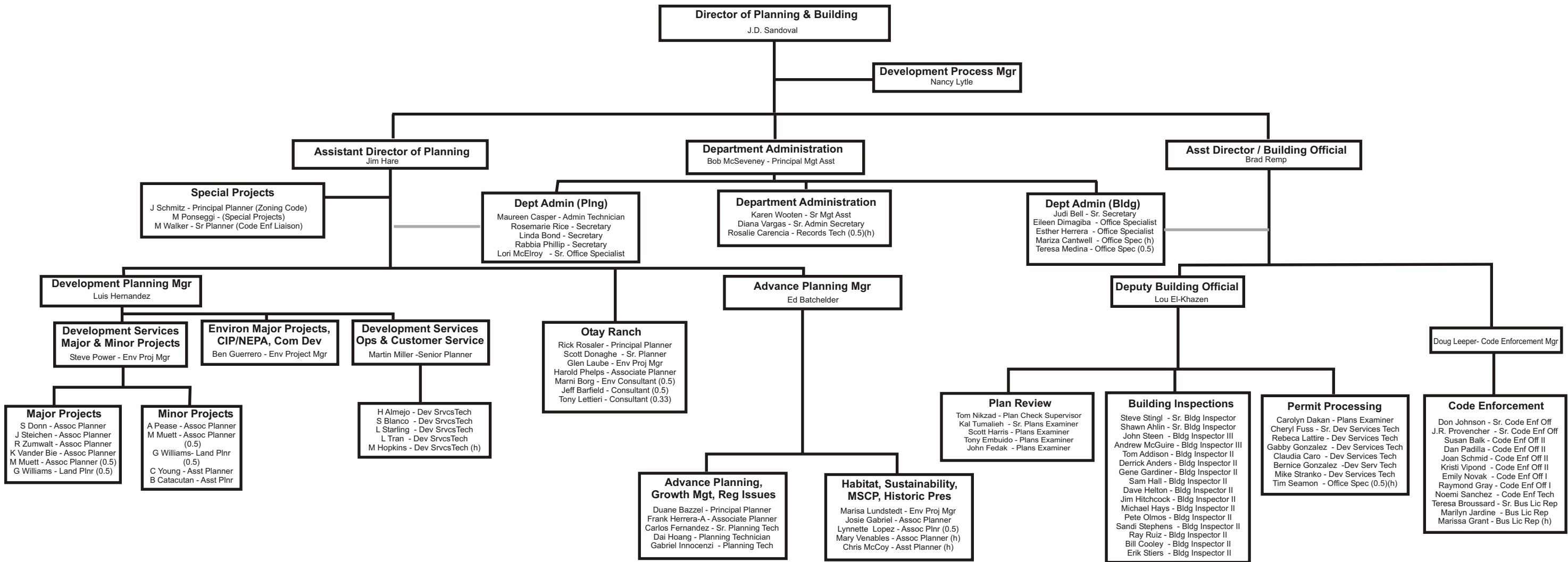
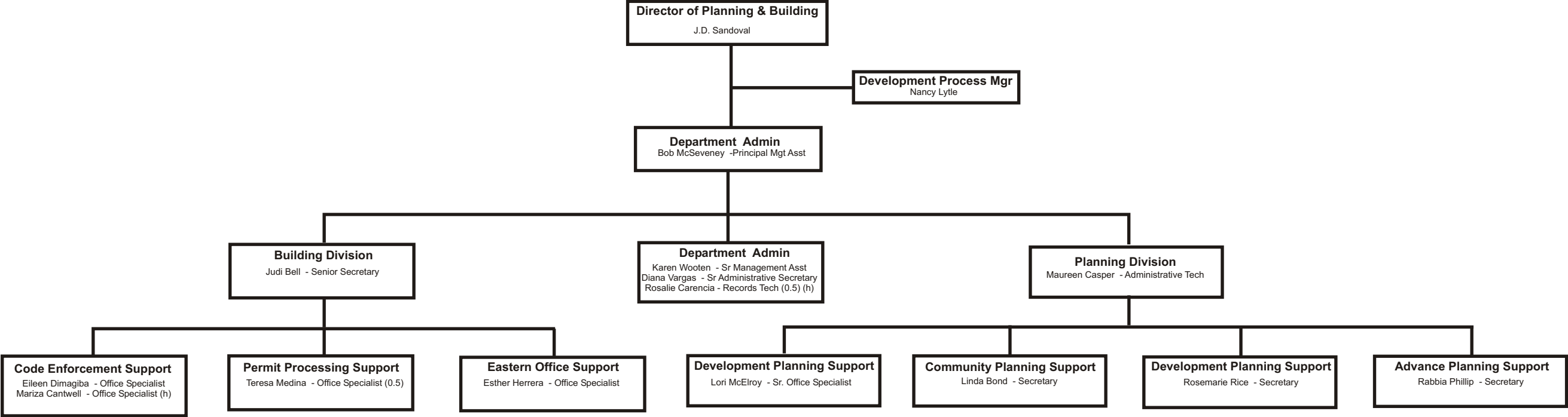


PLANNING AND BUILDING DEPARTMENT
FY2005-06 Organizational Chart

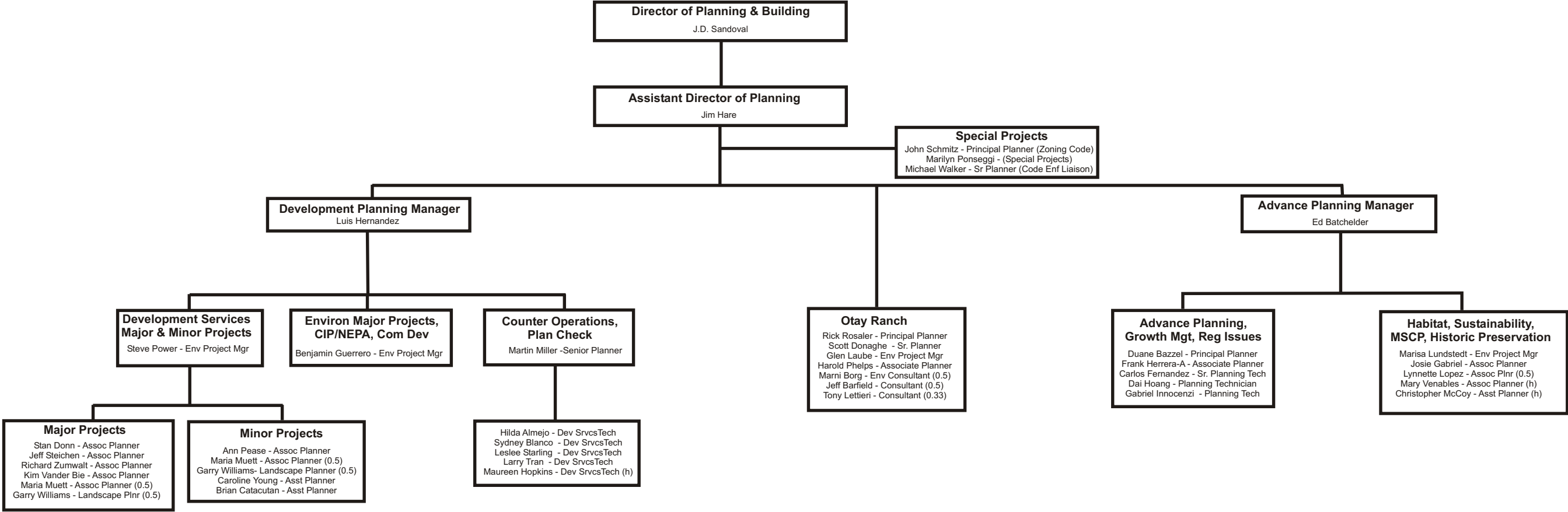


PLANNING AND BUILDING DEPARTMENT
ADMINISTRATION DIVISION
06/12/2006

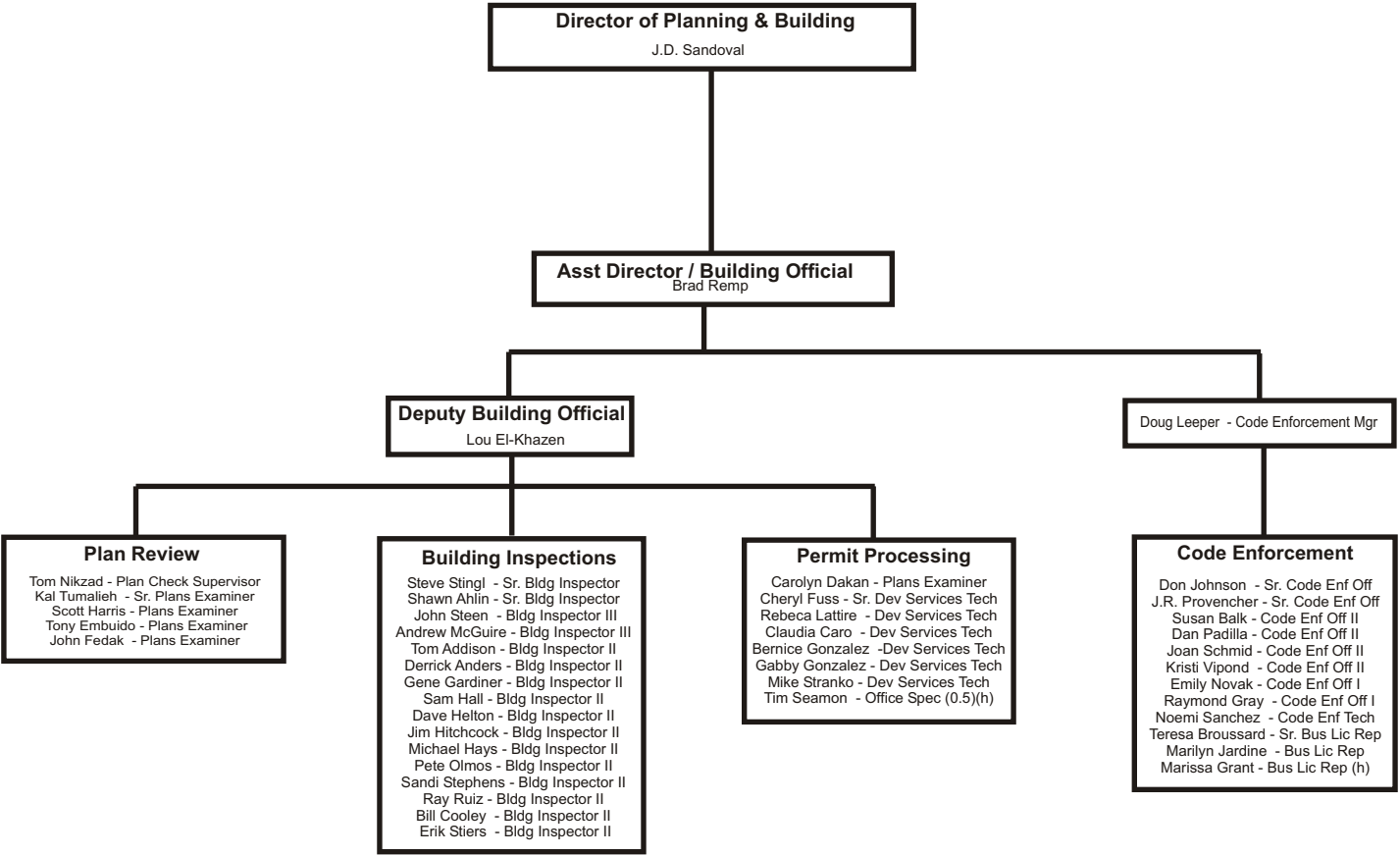


June 12, 2006

PLANNING AND BUILDING DEPARTMENT
PLANNING DIVISION
6/12/2006



PLANNING AND BUILDING DEPARTMENT
BUILDING DIVISION
06/12/2005

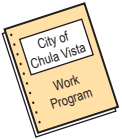


Planning and Building

Management and Reporting Tools



1. **Strategic Plan** for communicating and reaching alignment of purpose with the policy makers and tracking accomplishments and performance (Internal, interdepartmental, policymakers and public)



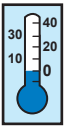
2. **Work Program** for setting priorities and assigning resources to implement strategic plan goals and required tasks.



3. **Business Plan** for addressing and developing internal department needs, infrastructure enhancements and professional development and tracking progress and performance (Internal and interdepartmental)



4. **Hot Sheet** for tracking progress and accomplishments for urgent City Council/City Manager/Planning and Building Director assignment (internal and interdepartmental)



5. **Cool Sheet** for tracking Department projects and assignments that are important but not "urgent" (internal and interdepartmental)



Permits Plus

6. **Permits Plus** for tracking entitlements, reporting turn-around times and managing permits, discretionary and some legislative entitlements (Internal, interdepartmental, public)



Microsoft Project

7. **Microsoft Project** for managing and complex and major entitlement packages, redevelopment projects, capital projects and some complicated legislative processes (internal and interdepartmental, sophisticated applicants)



GIS & Land Use

8. **GIS and Land Use Information Data Base** for tracking policies, programs and anything that can be spatially located (internal, interdepartmental, interagency and public with interface)



Automated Records Management

9. **Automated records management**, records conversion, filing and protocols for maintaining and retrieving and making available the administrative record to the public (internal, interdepartmental and public with interface)



10. Budget and Financial accounting for budgeting resources to accomplish Work Program and managing cost recovery (Internal, interdepartmental)



11. Website for public access and interface to customer services (Public)



12. Standard Forms, Reports Conditions of Approval for transmitting and obtaining planning and zoning approvals and agreements (Public)



13. Handouts and Newsletters for informing (public)



Surveys

14. Surveys for gathering feedback (public)



15. Personnel Evaluations for setting performance plans and objectives and tracking progress by all individuals on staff. These individual performance objectives should tie into the Work Program, Business Plan and Strategic Plan. (confidential internal)



16. Seminars for education (Public, internal, interdepartmental and interagency)